



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

RSVP DIRECTOR - AGING

This Position is Full Time with Benefits

Vacancy Number

16-1105

Hiring Range

\$32,546 – \$36,776

Opening Date

October 25, 2016

Closing Date

Open Until Filled

Submit your completed

County of Moore

Application To:

Moore County

Human Resources

P.O. Box 905

Carthage, NC 28327

Phone: (910) 947-6362

Fax: (910) 947-2792

www.moorecountync.gov

Resumes are optional.

Incomplete, unsigned, or any application other than a County of Moore application will be returned to sender and not forwarded to the hiring authority.

Applications received after the closeout date/time indicated will not be eligible for consideration.

Moore County Human Resources Office is not responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

ESSENTIAL JOB DUTIES:

Performs professional work coordinating volunteer services and the County RSVP Program; Assists and advises community agencies with the supervision and management of volunteers; advises agencies on how to screen, select and train the volunteers, maintain adequate records on volunteers and utilize volunteers in their agencies; Administers volunteer budget; Conducts the Annual Governor's Award for outstanding Volunteer Service; does related work as required. Work is performed under the general supervision of the Director of the Department of Aging. Supervision is exercised over subordinate clerical personnel.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Thorough knowledge of the problems faced by retired persons;
- Thorough knowledge of community organizations;
- Thorough knowledge of budget and grant preparation and administration;
- Thorough knowledge of techniques used to recruit and train volunteers;
- Ability to establish and maintain effective working relationships with clients, professional personnel, associates and the general public;
- Ability to attend to the needs of others, to converse with people and to convey or exchange information;
- Ability to recruit, train and motivate volunteers;
- Ability to express ideas effectively both orally and in writing.

EDUCATION/EXPERIENCE REQUIREMENTS:

- High School or equivalent **and** five (5) years of experience working with over 55 population, non-profit, and/or human service field;
- **OR**, an associate's degree from an accredited college or university **and** three (3) years of experience working with over 55 population, non-profit, and/or human service field;
- **OR**, a bachelor's degree from an accredited college or university **and** one (1) year of experience working with over 55 population, non-profit, and/or human service field;
- **OR**, Master's Degree from an accredited college or university.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS:

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

The County of Moore is a drug-free workplace and Equal Opportunity employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment drug test and post offer physical.

Moore County is an E-Verify Participant